

King County Vaccine Verification Order Toolkit (English Version)



Public Health

Seattle & King County





Table of Contents & Employer Implementation Checklist

1. Know the Rules
2. Accepted Proofs of Vaccination & Testing
3. Create an Implementation Plan
4. Communicating with Employees and
Customers
5. Enforcement
6. Scenarios
7. Signage
8. Access Resources
9. FAQs



Know the Rules



Read the official King County Health Order by clicking [here](#). Order is English only. Summary provided below.

Employers must verify that patrons at certain public events and establishments provide verification of full vaccination or, alternatively, a negative COVID-19 test.

WHEN IT BEGINS:

October 25, 2021. Indoor restaurants, bars, and taverns with seating capacity of less than 12 begins on December 6, 2021.

WHO IT APPLIES TO:

Individuals 12 and over. Discrimination will not be tolerated. Businesses may not scrutinize proof of vaccination more closely based on race, national origin, religion, sexual orientation, gender, disability or age.

WHEN IT ENDS:

The entire order is not expected to be permanent. No later than six months from October 25, 2021, this policy will be reviewed for possible extension based on future outbreak conditions.

WHERE IT APPLIES:

- Indoor restaurants and bars plus wine, beer, and spirit tasting rooms
- Arts and entertainment venues
- Gyms including fitness studios such as yoga, dance, and martial arts
- Outdoor events with over 500 people including sporting events, concerts and performances
- Indoor event spaces rented for private gatherings, such as weddings and parties that are held at a business that is subject to this order such as a restaurant, music venue, or recreational establishment
- Bowling alleys



Where is Proof of Vaccination or Negative Test Required?

Location (this is not an exhaustive list)

Required

Strongly recommended
but not required

Not Required

Location (this is not an exhaustive list)	Required	Strongly recommended but not required	Not Required
Bars and restaurants with indoor dining	X		
Movie theaters, gyms and indoor fitness spaces, indoor performing arts venues, indoor conventions or conferences	X		
Indoor recreation spaces (such as bowling alleys, recreation game centers, indoor soccer arenas, etc.)	X		
Outdoor sports or entertainment events with 500+ people	X		
Private events, weddings, and parties held at a business (such as a wedding venue, restaurant, or music venue)	X		
Private events, weddings, and parties held at a private home or faith organization			X
Outdoor dining, take out, food courts			X
Employee or school cafeterias, middle school and high school sporting events			X
Faith organizations		X	
Retail shops		X	
Outdoor street fair, night market, or farmers market			X



Excluded

- Any pre-school through grade 12 school-based event of any kind, and both participants and spectators
- Outdoor dining
- Take-out from restaurants, taverns, and bars includes cafes, delis, coffee shops
- Indoor dining in buildings that primarily serve non-dining purposes such as in airports, mall food courts, and school cafeterias
- Funerals
- Weddings, except those occurring in any of the above public indoor establishments. However, proof of vaccination or documentation of a negative COVID-19 test is strongly recommended.
- Faith-based gatherings, except those occurring in any of the above public indoor establishments. However, proof of vaccination or documentation of a negative COVID-19 test is strongly recommended.
- Vote centers sanctioned by King County Elections, held at any location.

Fully Vaccinated

“Fully vaccinated” means:

- *That a person has received all the required doses of an FDA-authorized COVID-19 vaccine (two doses of the Moderna or Pfizer-BioNTech vaccines, or one dose of the Johnson & Johnson vaccine)*
- *WHO-authorized COVID-19 vaccine series, and 14 days have passed since the final dose.”*



Accepted Proofs of Vaccine



Accepted Proofs of Vaccine

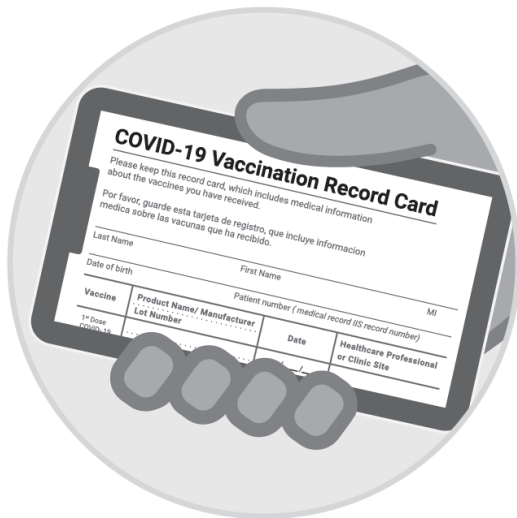
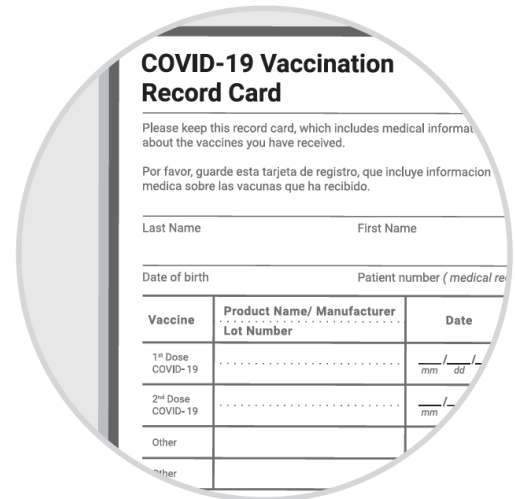
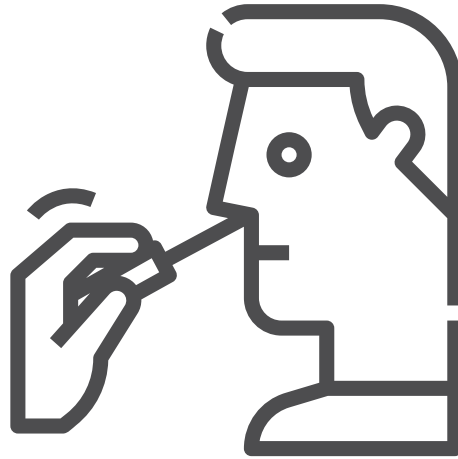


Photo of
vaccination card



Vaccination
card

Note: Proof of vaccination from another country is also valid.



Accepted Proofs of Negative Test Result

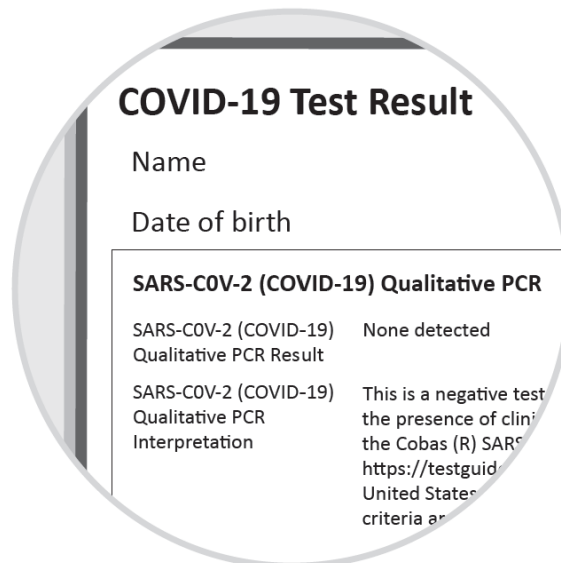


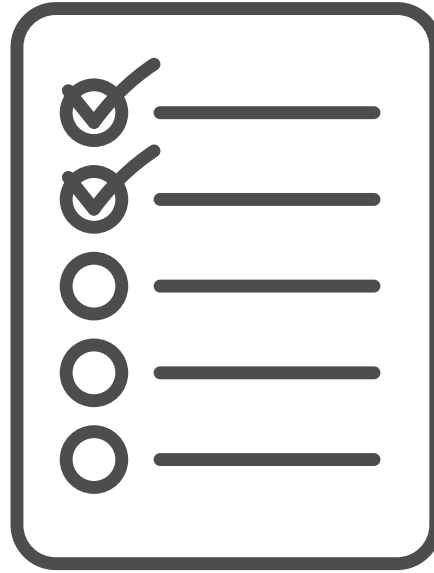
Accepted Proofs of Negative Test Result

Any type of COVID-19 test administered by a testing provider can be used. Testing providers are required to use FDA-authorized or approved COVID-19 tests. The negative result must be within the last 3 days.

Rapid tests used without the supervision of a testing provider will NOT be accepted.

(Some examples of types of FDA-approved or authorized include: PCR, TMA, NAAT, molecular, antigen, and lateral flow. This is not an exhaustive list.)



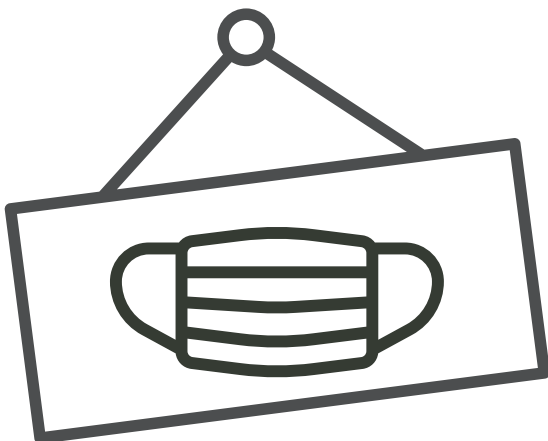


Create an Implementation Plan



Each business operates differently, but it is important to plan ahead to ensure a smooth implementation of this new policy.

- Identify dates and times for staff meetings and any necessary training.
- Hang signage showing customers that your business is complying with the King County order.
- Identify and communicate with staff the most appropriate time for employees to ask patrons for verification.
- If venue is providing rapid testing, outline a process and communicate that process with employees.
- Conduct trainings with employees to be sure they are familiar with valid proofs of vaccination, COVID-19 tests and anti-discrimination policies.
- Talk through potential scenarios with employees (see ideas in "Scenarios" section).





Communicating with Employees & Customers



It is important for both employees and customers to know WHY these measures are being put in place. Here are some recommended messages you can use to share with your employees and customers.

WHY

- As a business community, we are committed to keeping businesses open and protecting the employees, customers, and community members that ensure our growth and success.
- With the latest surge of COVID-19 cases, King County has issued an order to protect our community requiring verification that people are vaccinated or have a negative COVID-19 test in public events and establishments.
- King County introduced the vaccine verification requirement as a tool to protect employees and customers with the backing of county government.
- Our responsibility is to provide the safest and healthiest environments possible for our community while allowing businesses to remain open. Vaccine verification is the best tool we have to do that.



Training Employees

- Hold a team meeting to share reasons for the policy change and answer questions.
- Send a written message to all team members outlining the implementation plan and sharing resources.
- Post King County's order and employee resource poster in a highly visible location.
- Provide ways for employees to ask questions
- King County is providing signage in multiple languages that can be shared to facilitate communication with the customer/patron. Every employee should know where the multiple in-language resources are located. Consider laminating one in each language for reference.

KC Vax Verified Webinar
The webinar is English only



Ways to Communicate with Customers Prior to Visit

- Post a message on your website and social media channels that states your business follows King County's vaccine verification order. Therefore, customers 12 and over will be asked for COVID-19 vaccine verification or a negative COVID-19 test when patronizing your establishment or event site. Link to resources like the one here: <https://kingcounty.gov/depts/health/covid-19/current-guidance/verify.aspx>
- Include message about the vaccine verification requirement on your business voicemail.
- Train employees taking reservations to remind customers that your business follows King County's order that all customers 12 and up show proof of COVID-19 vaccination or a negative test.
- Send an auto-reply on any online reservation system informing customers that they will be asked for proof of vaccination or a negative test.
- Hang signage at the entry of your business or event site. This is a King County requirement. Signage can be downloaded and printed here: <https://www.kcvaxverified.com/>



Enforcement



Public Health – Seattle & King County announced it has formalized enforcement mechanisms to penalize impacted businesses that are willfully out of compliance with the vaccine verification requirement.

The process will follow a five-step flow chart escalating as needed upon complaints and lack of action:

1. Education and outreach to the business
2. In-person inspection by the health department
3. Official notice warning that fines may be levied upon the business
4. Second inspection occurs and escalating fines, starting at \$250 per inspection
5. If a business still chooses not to implement vaccination verification, the county may explore temporarily closing the business

Read more about enforcement [here](#).



Scenarios



King County's vaccine verification requirement means that individuals 12 and over must show proof of COVID-19 vaccination or a negative test. However, businesses can offer alternatives when appropriate. Alternatives could include:

- Seating customers in an outdoor area
- Connecting customers with similar options in the area
- Providing takeout
- Providing outdoor gym area
- Pointing customer to virtual resources

Remember, businesses should not question anyone's disability nor must they investigate the validity of a customer's stated exemption. Businesses must also never treat a customer differently based on their race, color, ancestry, national origin, place of birth, sex, age, religion, creed, disability, sexual orientation, gender identity, weight or height.

Businesses should NEVER attempt to physically engage a combative or violent customer who refuses to comply. Below, businesses will find scenarios to help anticipate possible interactions.



- Customer/patron says they cannot receive a vaccine due to underlying health condition or disability
 - Businesses can ask for a negative COVID-19 test as an alternative. This can be a rapid test provided at event sites or a PCR test. Home tests are not valid.
 - If customer/patron does not have a negative COVID-19 test, or refuses one, businesses can offer outside alternatives, takeout or delivery options, if available.

- Customer/patron resists providing vaccine verification or a negative COVID-19 test
 - Businesses can explain that this is a King County order and that the establishment cannot provide indoor service without verification.
 - Businesses can offer alternatives like outside options or takeout.
 - Businesses must do their best to enforce this order but will not be held accountable for customer's behavior.



- Customer/patron becomes threatening or violent
 - Ask the patron to leave the establishment. Do not fight or threaten back. More tips for responding to a person who becomes threatening are available from the [Crisis Prevention Institute](#).

- Individual brings in a home rapid COVID-19 test
 - Home tests are not valid under this order. The tests must be rapid tests provided on site or a PCR test from a medical professional.
 - These individuals can be offered outside alternatives.

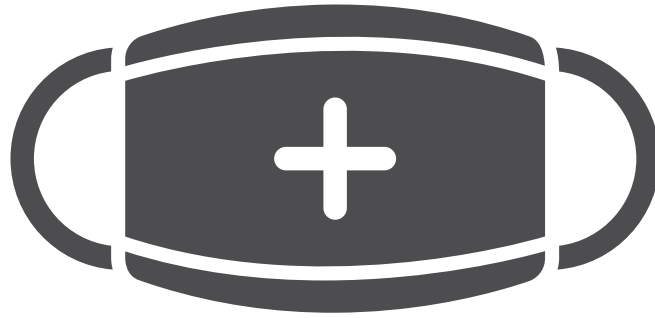


- Individual does not have proof of vaccination nor will they provide a negative COVID-19 test, but they promise to wear a mask while indoors
 - Masking is not an accommodation. Businesses can offer reasonable alternatives to this patron that are outside or allow them to be served to-go.

- Individual asks about accommodations for people with disabilities
 - Please keep in mind that some people with disabilities may not have access to their vaccine information. If a person declares or is perceived to have a disability and cannot provide proof of vaccine, verbal communication of their vaccination status should be accepted instead of physical proof of vaccination.
 - For people with disabilities who are unvaccinated, a verbal declaration that they have received a negative COVID-19 test within the past 3 days should be accepted.



- Individual says that they do not have to provide vaccine verification because they don't plan to eat or drink anything
 - This order applies to all individuals 12 and over at covered establishments and public events. This individual would need to provide vaccine verification, a negative COVID-19 test or be provided with an outside alternative
- Business suspects customer is providing fake vaccine verification or COVID-19 test.
 - This is a trust-based order. Businesses should uphold to the best of their ability and not get in an altercation.
- Repeat customer who's shown vaccination records on a prior occasion asks if they really need to show verification every time
 - The customer/patron must provide vaccine verification or a negative COVID-19 test at each visit. One exception is gyms or similar venues that choose to keep a record of vaccination status for their members on file. If a gym client chooses to use a negative COVID-19 test instead of proof of vaccination to enter, they must show a negative COVID-19 test in the last 3 days.



Signage

English Only Proof of Vaccine Signs:

- 8x11
- 11x17

English Only How to Verify Vaccine Sign:

- 8x11



Access Resources



- **Official King County Health Order**
- **King County Public Health FAQs**
- **Seattle Metro Chamber - Business Resources**
 - **KCVaxVerified.com**
- **English Only Business Signage**
 - **Proof of Vaccine Signs**
 - **8x11**
 - **11x17**
 - **How to Verify Vaccine Sign**
 - **8x11**
- **Employee Training Guidance**
- **Limited English Proficiency Resource Lines:**
 - Amharic: 206-825-4240
 - Arabic: 206-486-2669
 - Korean: 425-776-2400
 - Somali 253-317-3251
 - Spanish: 888-502-9597
 - Tigrinya: 206-486-2669
 - Mandarin & Cantonese Information Center
 - People over age 55: 206-816-4991
 - People under age 55: 206-330-4627



Frequently Asked Questions

Visit: kcvaxverified.com/faq